

## **European Computer Driving Licence (ECDL) Certification**

### **ECDL Certification Course Highlight**

The European Computer Driving Licence (ECDL) is an internationally recognised qualification in every day computer skills. An ECDL accreditation is recognised by most employers as certifying your IT skills in business operation.

The ECDL is the first qualification in personal computing skills to be recognised throughout the EU.

### **Who can take the ECDL training?**

Anyone requiring basic IT knowledge and qualification, enhancing career prospects, improving computing skills or general interest.

It is open to anyone regardless of age, education, information technology (IT) experience or background.

### **What does it involve?**

ECDL consists of seven units, each of which has a 45 minute test. The modules are:

- Basic concepts of IT
- Using the Computer and Managing Files
- Word Processing
- Spreadsheets
- Databases
- Presentation
- Information and Communication

### **Course content**

Introduction to Computer

Computer History

Introduction to Computer Hardware

Introduction to Computer Software

Computer Peripherals

CPU, VGA Card,

Motherboard, Hard Drive

### **Introduction to Operating System**

Operating Systems

MS Windows 95, Windows 98, Windows ME, Windows 2000, Windows XP

Unix, Linux, Solaris

### **Introduction to Office**

Word Processing  
Spreadsheets (Excel)  
Database (Access)  
Presentation (Power Points)  
Internet Explorer, Outlook Express

### **Windows Explorer**

Creating, Deleting, Hiding Folders  
Creating, Hiding and Deleting Files  
Moving Files and Folders  
Organizing Folders and Files

### **E-mail System**

Setting up your own POP and SMTP Email  
Creating Emails, Sending Emails, Attachments

### **Word Processing**

Creating Document File  
Setting up Page Size  
Formatting Texts  
Bold, Italic, Underline  
Font Size, Font Colour, Different Types of Fonts  
Paragraph Alignment, Customizing Paragraphs  
Creating Tab Stops  
Borders to Paragraph  
Adding Pictures, Formatting Pictures  
Bullets and Numbering  
Heading  
Margin settings  
Auto Format  
Spell Check

### **Tables**

Creating Table  
Table Layout  
Columns and Rows, Clip Art, Objects  
Adding Columns and Rows  
Deleting Columns, Deleting Rows

### **Mail Merge**

Distributing Mail

### **Spreadsheets**

Modify the toolbar display, spreadsheet contents, insert text,  
Numeric data, simple formula  
Common error messages, Undo command  
Spell check, Save Spreadsheet structure and data

Print Preview and Print the spreadsheet  
Display and print Formula  
Fit one page  
Modify margins  
Editing, formatting, charting  
Moving around the spreadsheet  
Spreadsheet contents  
Saving the spreadsheet structure and data

### **Database/Filing system**

Understanding Access basics  
Creating new database  
Designing a table  
Entering and saving data  
Editing data  
Sorting and searching  
Printing a database  
Creating and printing a report  
Creating forms  
Entering and editing data in a form  
Modifying a form

### **PowerPoint (Presentation)**

Creating a new presentation  
Adding text and images to a blank layout  
Creating Slides  
Presenting Slides

### **Information and Communication**

Browsing and favorites  
Searching  
Getting started with e-mail  
Organising messages  
The Address Book  
Using the web quick reference guide  
Electronic mail quick reference guide